

[? Help](#)**Job details**

Job 1 of 1

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Interested individuals should submit their résumé, last two (2) performance evaluations, and two (2) years of master timesheet to:

Maria Barakos
 550 S. Vermont Avenue, Room 904, Los Angeles, CA, 90020 Phone:
 (213) 738-6189
 Email directly to: mbarakos@dmh.lacounty.gov

Requirements Four (4) years of Human Resources experience, two years of which must have been involving Performance Management issues and currently hold the payroll title of **Head Departmental Personnel Technician**.

Desirable Qualifications

- Good writing and oral skills
- Strong leadership ability
- Strong working knowledge of Civil Service Rules and Procedure

Duties

- Assist subordinate employees with conducting internal investigations
- Provide advice regarding corrective action/discipline to all levels of management
- Review written documents of subordinate staff for content and ensure that documents are consistent with Department Policy and Civil Service Rules

Vacancy Information Department of Mental Health, Human Resources Bureau, 550 S. Vermont, Room 904, Los Angeles, CA 90020

5/40 or 9/80 work schedule is available

Available Shift Day**Contact Name** Maria Barakos**Contact Phone** (213) 738-6189**Contact Email** mbarakos@dmh.lacounty.gov**Job Field** Human Resources**Job Type** Professional[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)

